



# Free Career Training Class Introduction to Business Communication

Mt. San Jacinto College Adult Education  
is offering a free class in:

## Introduction to Business Communication

In this course, students develop skills necessary to communicate effectively in a professional business environment and learn how to prepare basic business documents including letters, memos, and presentations.

Topics include employer expectations, success skills, basic business etiquette, and business professionalism.



### Introduction to Business Communication

Tuesdays

Aug 30 — Dec 13

4:00 p. m. — 6:00 p. m.



### San Jacinto/Online (Hybrid)

**San Jacinto Campus**  
1499 N. State Street.  
San Jacinto, CA 92583

## Enrollment Information

### Register Online

- Go to [msjc.edu/adulted](https://msjc.edu/adulted)
- Click on "Enroll Now"
- Follow Online Registration Steps

For further information  
email:  
[AdultEducationandNon -  
Credit@msjc.edu](mailto:AdultEducationandNon-Credit@msjc.edu)

Phone: 951-487-3707